

**ADMINISTRATIVE INTERNAL USE ONLY**

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DD/A Registry  
76-3675

DDS&amp;T

DDS&T 3271/76  
22 July 1976

MEMORANDUM FOR: Chief, Plans Staff, DDA

SUBJECT : Fighting Inflation and Reducing Daily  
Operating CostsREFERENCES : a. DDA Memo 76-2736, Same Subject,  
3 June 1976  
b. DDS&T Memo 332-76, Same Subject,  
22 January 1976

1. This memorandum reports the inflation fighting activities of the Directorate of Science and Technology for FY 1976. In consonance with reference a, the data submitted in our July-December 1975 report, reference b, is included herein. The dollar amounts listed in this report also include those realized through DDS&T records management and registry activities. "Savings" which were accrued as a result of directed actions (e.g., program and personnel reductions) are not included in this report. In summary, the DDS&T FY 1976 savings are:

a. Group I: Savings for Fiscal Year 1976:

## 1) January-June 1976:

Records Management	\$ 133,321.
Travel	91,825.
Hiring Procedures	52,500.
Office Procedures	2,205.
Logistics	25,750.
Other	29,000.
Manpower	132,000.

Subtotal	\$ 466,601.
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2) July-December 1975:	\$ 687,979.
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TOTAL	<u>\$1,154,580.</u>
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NOTES: The "Records Management" figure includes activities in paper reduction, use of microfilm, file retiring, and sharing files and equipment between office components. "Travel" savings were realized through reductions in the use of commercial aircraft, use of compact rental cars, and carpools for TDY personnel. "Hiring procedures" represents savings resulting from strict monitoring of applicant processing to eliminate unnecessary security and medical phases. The bulk of the savings under "Logistics" resulted from office personnel assuming basic equipment maintenance duties. The "Other" category includes training costs. "Manpower" cost savings represent Agency manyears (at a rate of 22,000 per annum) saved as a result of redefining existing functions and responsibilities.

b. Group II: Savings Expected on an Annual Basis in Future Fiscal Years:

Records Management	\$ 293,560.
Travel	212,500.
Hiring Procedures	107,000.
Office Procedures	70,640.
Logistics	128,964.
Other	43,000.
Manpower	264,000.
TOTAL	<u>\$1,119,664.</u>

NOTE: The category descriptions in paragraph 1a(1) above apply to the above listings. An addition to Group I is in the current practice of one office whereby certain contractors work within the office spaces as opposed to renting working space outside, the cost of which would be passed on to the Agency.

c. Group III: One-time Savings for FY 1976:

1) January-June 1976:

Records Management	\$ 8,573.
Logistics	30,600.
Subtotal	<u>\$ 39,173.</u>

2) July-December 1975

TOTAL

\$ 134,416.
<u>\$ 173,589.</u>

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NOTE: During the last half of FY 1976 one office, facing a requirement for vehicles for an overseas site, purchased used military jeeps and, by refurbishing same, saved over \$28,000. These cost savings are included in the "Logistics" figure above. An additional potential one-time savings, which is not included above, could net over \$450,000. This savings is contingent on receiving authorized funding to purchase ADP equipment as opposed to renting same.

2. As noted in our report last year, we again believe these figures to be conservative due to the numerous hidden savings which are realized by the Agency as a result of the efforts of the individual employees. Other savings which are not listed above have been obtained through the use of the shuttle bus between Headquarters and [redacted] as well as an effort in two offices to consolidate long distance and data phone calls to contractors. The management and the employees of the DDS&T have shown a keen awareness and attention to cost savings. These efforts have not, to date, had a detrimental effect on the Directorate's work. STATINTL

[redacted]  
Chief, Administrative Support Staff  
DDS&T